



King County
TECHNICAL INFORMATION PROCESSING SPECIALIST III
DEPARTMENT OF TRANSPORTATION
TRANSIT DIVISION/VEHICLE MAINTENANCE SECTION

Hourly Rate Range: \$14.20 to \$20.28

Job Announcement No. 03AB3485

Open: 06/11/03 Close: 06/25/03

WHO MAY APPLY: This recruitment is open to the general public. It will be used to fill one current vacancy and may be used to establish an eligibility list to fill vacancies that may occur over the next twelve months.

WHERE TO APPLY: Required forms and materials must be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand delivered to the Career and Employment Center at 201 S. Jackson street, Floor 1A. Applications **must be received by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, letter of interest detailing your background and describing how you meet or exceed the requirements, and answers to the attached supplemental questionnaire are required.

WORK LOCATION/WORK SCHEDULE: The work location is variable but would be in one of eight vehicle maintenance facilities. Location and/or shift (day, swing, or graveyard) assignment may change up to three times per year as a result of a seniority based employee "pick" system. This is a non-exempt position under FLSA. Employees in this classification are eligible for overtime.

PRIMARY DUTIES INCLUDE:

- Verify, prepare and process employee time sheets.
- Perform payroll data entry into a maintenance work order system; coordinate and perform data transmission and processing to Central Payroll/PeopleSoft. Communicate with Payroll and Vehicle Maintenance data management personnel, as needed, to resolve problems.
- Enter work order data into a PC-based system to track vehicle maintenance history as well as workload and costs for the rebuilding of components. Determine validity, correctness and completeness of data entered and make corrections as needed.
- Maintain and prepare accurate files and reports for auditing purposes.
- Work cooperatively with vehicle Maintenance and other Transit personnel
- Assist in ordering supplies, receiving materials and checking them against purchase orders.
- Use detailed computer programs to perform multiple-step tasks with speed and accuracy.
- Answer phones, route calls and take messages for staff.
- Maintain logs and file systems to organize and control records and information.
- Prepare letters, memos, and reports as requested or required
- Perform other related duties as required.

QUALIFICATIONS: Three years of clerical experience, which include the following:

- Knowledge of specialized software applications.
- Knowledge of specialized work practices and terminology relating to data processing/typing
- Knowledge of document filing and records systems.
- Problem solving skills.
- Keyboarding and data entry skills.
- Time management skills and skill in prioritizing work assignments.
- Skill in communicating effectively orally and in writing.
- Skill in working with diverse groups.

- Skill in producing documents that may require charts, graphs, and the manipulation of graphics.

DESIRED QUALIFICATIONS:

- One year or more of college level courses or equivalent experience in computer application software like Excel, Access, Word, PeopleSoft or the equivalent.
- One year or more of business classes in record keeping, inventory control, auditing, and payroll
- One year or more experience with IBIS (Oracle Financials) and M4 Fleet Maintenance System

SELECTION PROCESS: Applications will be screened and scored to determine whether the applicant meets the minimum qualifications for the job. Qualified applicants may be invited to participate in an OPAC Office Proficiency test. Those who achieve a satisfactory passing score on the exam may be offered the opportunity to participate in an interview panel. The interview will include questions from one or more interview panels and may involve role-playing situations.

UNION MEMBERSHIP: Positions in this classification are represented by Local 587 of the Amalgamated Transit Union.

Class Code: 840470

SUPPLEMENTAL QUESTIONNAIRE

1. Briefly summarize your experience providing general office and/or administrative support.

2. Describe your experience in the following areas:
 - Data entry and retrieval. List software programs with which you have a working knowledge.

 - Performing tasks that require mathematical skills

 - Formatting reports. List programs or techniques that you have used.

3. Give an example of a situation that demonstrates your ability to work effectively and cooperatively with co-workers, management, or the general public.

4. Give one or two examples in which you took initiative to improve some work process or other aspect of your job responsibilities or workplace.